



## Montgomery County Department of Permitting Services

255 Rockville Pike  
Rockville, MD 20850

240-777-6240 Fax: 240-777-6262

<http://permittingservices.montgomerycountymd.gov>



### **Renewal Procedures for Electrical Contractor's Business License Master or Limited Master, Journeyman, and Apprentice**

Enclosed is the application for renewal of your:

- { } Electrical Contractor's Business License which must be completed in full and returned with fee in the amount of \$275.00 and a certificate of liability insurance. (The fee amount includes a base fee of \$250.00 PLUS a 10% Automation Enhancement fee of \$25.00)

The certificate of insurance must indicate Montgomery County, Department of Permitting Services as the certificate holder.

#### **Show limits of liability in the following amounts:**

- λ \$300,000 for bodily injury
- λ \$300,000 for property damage
- OR
- λ A combined single limit of \$600,000.

The certificate must indicate coverage for both premise operations and completed operations.

- { } Master or Limited Master's License, which must be completed in full with a fee in the amount of \$275.00 (The fee amount includes a base fee of \$250.00 PLUS a 10% Automation Enhancement fee of \$25.00)
- { } Journeyman License which must be completed in full with a fee in the amount of \$116.60 (The fee amount includes a base fee of \$106.00 PLUS a 10% Automation Enhancement fee of \$10.60)
- { } Apprentice registration, which must be completed in full with a fee in the amount of \$61.60 (The fee amount includes a base fee of \$56.00 PLUS a 10% Automation Enhancement fee of \$5.60)

#### **NOTE:**

#### **PICTURE OPTIONS FOR THE IDENTIFICATION CARD (this includes Apprentice, Journeymen, Masters, and Limited Masters):**

- a. Mail us a front-faced professional looking photo (e.g. no sporting activities photos, no drivers licenses, no beach photos) on a 3 ½ disk (JPEG format). The disk should be saved accordingly (John Doe AP#0000) with the individual's name and packaged in a protective container or adequate cushioning material.

- b. Come into the office and a photo will be taken **OR**
- c. E-mail us an electronic photo at [DPS@montgomerycountymd.gov](mailto:DPS@montgomerycountymd.gov)

**NOTE:**

**RENEWAL APPLICATIONS RECEIVED TEN (10) DAYS OR MORE AFTER THE EXPIRATION DATE WILL BE SUBJECT TO A \$58.30 LATE CHARGE PER APPLICATION. (The fee amount includes a base fee of \$250 PLUS a 10% Automation Enhancement fee of \$25.00) RENEWAL APPLICATIONS RECEIVED MORE THAN SIX (6) MONTHS BEYOND THE EXPIRATION DATE WILL NOT BE ACCEPTED.**

**\*A 10% Automation Enhancement Fee has been added to all fees listed.**